

**The Department of Social Services
Anticipated Job Opportunity**

Health Program Assistant 1 / Connecticut Careers Trainee

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Posting Date: November 7, 2006

Closing Date: November 21, 2006

The Department of Social Services is presently recruiting to fill one (1) Health Program Assistant 1 position located in our Hartford Central Office Managed Care Unit (Position #34593). This position will be under-filled at the Connecticut Careers Trainee level.

Open To: The Public and State Employees

Position: Connecticut Careers Trainee

Bargaining Unit: Health Care (P-1)

Salary Range: \$38,799 - \$52,498 annually (FP 15)

Location: 25 Sigourney Street, Hartford, CT

Duties & Responsibilities: The incumbent in this position will receive training in monitoring and oversight of two MCOs, Blue Care Family Plan and Wellcare. Duties include monthly site visits to the MCOs; targeted contract performance and compliance monitoring including client due process rights (notices of action); marketing; member services and subcontracting requirements in addition to participation in the annual external quality audits and focused studies, as necessary. Responsibilities include review of grievance/administrative hearing requests and follow-up with the MCO for possible resolution. Responsibilities include resolution of customer and provider service issues and tracking of these issues to identify trends and propose recommendations.

EXPERIENCE AND TRAINING:

HEALTH PROGRAM ASSISTANT 1:

General Experience: Five (5) years' experience in a professional capacity in a health organization. A health organization is defined as a large multi-dimensional agency with responsibility for administering health programs.

Substitutions Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in public health, health education, hospital administration or public administration or other closely related field may be substituted for the General Experience.

CONNECTICUT CAREERS TRAINEE:

Possession of a Bachelor's or Master's Degree. In specific job areas, a degree in a field related to that job area may be required.

SPECIAL REQUIREMENT: Incumbents in this class may be required to travel.

NOTE: This position may be filled by a mandatory candidate from Re-employment and SEBAC Lists to whom we are obligated to give priority consideration.

APPLICATION PROCEDURE: Candidates should complete an "Application for Examination or Employment" (PLD-1). The PLD-1 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services Website at: www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS. Please forward your completed PLD-1 to:

**Maria Taylor, Human Resources Specialist
Department of Social Services
Human Resources Division, 12th Floor, 25 Sigourney Street
Hartford, CT 06106
Fax: (860) 951-2979**

**Applications must be received on or before November 21, 2006 Close Of Business
An Equal Opportunity / Affirmative Action Employer**